



## **BIODATA AND BIOMETRIC RECAPTURE FOR PRIVATE AND NON-TREASURY FUNDED FEDERAL AND STATE GOVT MDAs.**

### **OBJECTIVES OF THE EXERCISE:**

1. The main objective of the Data Recapture Exercise is to obtain complete and accurate data of all RSA holders (both active and retired clients in both Public and Private sector)
2. To enable PFAs to capture the 10 fingerprints of their RSA holders and their National Identity Number (NIN) to ensure compliance with NIMC
3. It would provide a platform for the collation of relevant information on employees of Federal and State Government Treasury Funded MDAs who transited from the erstwhile Defined Benefit Scheme to the Contributory Pension Scheme. The information would facilitate the expeditious computation of their accrued rights and eliminate the need for yearly enrolment of those due for retirement.
4. It would enable the identification and elimination of multiple registrations from the RSA Registration Database.
5. To ensure that all PFAs implement the minimum standards and requirements set by the Commission for the registration of contributors in the Pension Industry.



**CHECKLIST FOR BIODATA AND BIOMETRIC RECAPTURE FOR PRIVATE AND STATE GOVT EMPLOYEES.**

1. A standard Data Recapture Form. [Click Here](#) ☐
2. Data Recapture Form shall contain the following: ☐
  - I. RSA Details
  - II. Personal Data
  - III. Employment record
  - IV. Salary structure
  - V. Next of Kin's personal data
  - VI. Employee's confirmation
  - VII. Employee/Employer Biometric/Certification
  - VIII. Official Certification by PFA.
3. Letter of First Appointment (in the case of Public Sector Employees). ☐
4. Letter of Appointment or Letter of Appointment (in the case of Private Sector Employees). ☐
5. Birth Certificate/ Declaration of Age. (Original and photocopy).
6. Staff Identity Card or any of the following: ☐
  - Permanent voter card.
  - Driver's license.
  - International passport.
7. National Identity Card/ Enrolment Slip issued by NIMC. ☐
8. RSA Registration Certificate/ Statement Showing name and Pin. ☐
9. Authenticated BVN card/ anything to show customer has BVN E.g. \*565\*0# (MTN). ☐
10. One recent colored passport photograph with name written at the back. ☐
11. For Change of name: Marriage Certificate, News paper publication or Court Affidavit. ☐
12. Form must be endorse by MD/HR/ADMIN (Single authorization letter for all staff who conducted the exercise is accepted). ☐
13. Physically Challenged MUST provide letter of Indemnity. ☐
14. Ten (10) Fingerprints, Photo & Signature Capture (To be conducted by the PFA). ☐